RG104 E-1 Box 156 Feb-Apr 1889

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.,

(Circular letter - 1 Enc.)

April 26th.1889.

Mr. Dave M. Fox,

Custodian, U.S. Mint,

Philadelphia, Penna.

Sir:

I have to enclose for your information and guidance in connection with your official duties, copy of Department Circular, No.39 dated March 21st.1889, in regard to telegraphic communications, and to direct you to be governed by the requirements of the same.

Please acknowledge the receipt of this letter.

Respectfully yours,

Geo. Richards

Assistant Secretary.

RG104 E-1 Box 156 Feb-Apr 1889

1040

Treasury Department,
Washington D.C.
April. 06. 1889

Geo. C. Tichenor
Asst Secretary,

Circular, relative to
Telegraphic commu-
-nications.

May 1:

RG104 E-1 Box 156 Feb-Apr 1889

CIRCULAR.

TELEGRAPHING—ECONOMY IN EXPENDITURES, ADJUSTMENT OF ACCOUNTS, &c.

1889.
Department No. 30.
Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., March 21, 1889.

To secure economy in expenditures on account of telegraphing, to correct abuses in the use of the wires, and to properly adjust accounts for telegraphic service, the following instructions are published for the information and guidance of all concerned:

I. The telegraph will be used only upon important public business, and in cases of urgent necessity, where the ordinary mail facilities fail to furnish sufficient dispatch. When telegrams are sent upon business that would ordinarily be transacted through the mails, the facts as to their necessity must be satisfactorily shown or they will be disallowed in the settlement of accounts.

II. All telegrams sent by officers in their own personal interest, or in the interest or behalf of any employé, or by private parties, must be prepaid; and all telegraphic replies to such telegrams will be sent at the expense of the parties sending them.

III. Telegrams should be in the briefest possible form consistent with clear, intelligible expression, as each word, initial letter, and figure wired is charged for in the accounts of the telegraph companies. The name of the officer addressed need not be used, his official designation being sufficient, as, for example, "The Secretary of the Treasury." The signature and official designation of the sender should also be contracted as much as possible.

IV. Chief officers of the customs, when it becomes necessary for them to use the telegraph in communicating with subordinates or other customs officers on official business, should see that only Government rates are charged for all telegrams received and sent, and they must, in all instances, forward copies of such telegrams to the Department with their requests for authority for payment.

V. Official telegrams sent over the wires of the United Lines and Western Union Telegraph Companies, by and to the chief officers of the Department at Washington, should not be prepaid, as monthly bills for such service are rendered by said companies.

VI. In the settlement of all accounts against the Department for telegraphing, the telegrams must be carefully examined to see that only Government rates are charged, and the officer sending or receiving the telegrams will be required to certify that they were on public business, and that they were rendered necessary by the exigencies of the service. Such certificate will be in the form appended.

W. WINDOM,
Secretary.

OFFICE OF _____,
_____, 188 .

I hereby certify that the telegrams specified in the above bill were on public business connected with this office, and that they were rendered necessary by the exigencies of the service.

_____ _____,
_____.

NARA RG104, Entry 1, Box 156

[Abstract:] Circular, relative to telegraphic communications.

Treasury Department,
Office of the Secretary,
Washington, D.C.,
April 26, 1889

(Circular letter – 1 Enc.)

J.B.D.

Mr. Dave M. Fox,
Custodian, U.S. Mint,
Philadelphia, Penna.

Sir:

I have to enclose for your information and guidance in connection with your official duties, copy of Department Circular, No. 30 dated March 21st, 1889, in regard to telegraphic communications, and to direct you to be governed by the requirements of the same.

Please acknowledge the receipt of this letter.

Respectfully yours,
Geo. C. Tichinor
Assistant Secretary.
WL

NARA RG104, Entry 1, Box 156

[Enclosed pamphlet:]

Circular.

Telegraphing – Economy in expenditures, adjustment of accounts, &c.

1889.
Department No. 30.
Division of S., P., & B.

Treasury Department,
Office of the Secretary,
Washington, D.C.,
March 21, 1889

To secure economy in expenditures on account of telegraphing, to correct abuses in the use of the wires, and to properly adjust accounts for telegraphic service, the following instructions are published for the information and guidance of all concerned:

I. The telegraph will be used only upon important public business, and in cases of urgent necessity, where the ordinary mail facilities fail to furnish sufficient dispatch. When telegrams are sent upon business that would ordinarily be transacted through the mails, the facts as to their necessity must be satisfactorily shown or they will be disallowed in the settlement of accounts.

II. All telegrams sent by officers in their own personal interest, or in the interest or behalf of any employee, or by private parties, must be prepaid; and all telegraphic replies to such telegrams will be sent at the expense of the parties sending them.

III. Telegrams should be in the briefest possible form consistent with clear, intelligible expression, as each word, initial letter, and figure wired is charged for in the accounts of the telegraph companies. The name of the officer addressed need not be used, his official designation being sufficient, as, for example, "The Secretary of the Treasury." The signature and official designation of the send should also be contracted as much as possible.

IV. Chief officers of the customs, when it becomes necessary for them to use the telegraph in communicating with subordinates or other customs officers on official business, should see that only Government rates are charged for all telegrams received and sent, and they must, in all instances, forward copies such telegrams to the Department with their requests for authority for payment.

V. Official telegrams sent over the wires of the United Lines and Western Union Telegraph Companies, by and to the chief officers of the Department at Washington, should not be prepaid, as monthly bills for such service are rendered by said companies.

VI. In the settlement of all accounts against the Department for telegraphing, the telegrams must be carefully examined to see that only Government rates are charged, and the

officer sending or receiving the telegrams will be required to certify that they were on public business, and that they were rendered necessary by the exigencies of the service. Such certificate will be in the form appended.

W. Windom,
Secretary.

Office of ____,
___, 188 .

I hereby certify that the telegrams specified in the above bill were on public business connected with this office, and that they were rendered necessary by the exigencies of the service.